

JOB OPPORTUNITIES – OCTOBER 18, 2012

- Medical Case Worker
- ITC Olive View Urgent Care
- MH Clinical Supervisor
- Regional Operations Manager Parks and Recreation
- Senior Community Worker
- Health Care Financial Analyst
- ITC Children's System of Care
- MHC RN San Pedro
- PSW Spanish DHS Collaboration



**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE (TAY-SOC)
SERVICE AREA VI – SPECIALIZED FOSTER CARE PROGRAM
TRANSFER OPPORTUNITY**

**This is not an official Examination Bulletin 
County of Los Angeles Department of Mental Health Employees Only**

MEDICAL CASE WORKER I or II – Spanish Speaking

Service Area 6 Specialized Foster Care Program at the Compton Family Mental Health clinic is seeking a qualified and motivated individual with strong case management and collaborative skills to fill a Medical Case Worker position. The individual selected for this position will receive, review, and process referrals from Department of Children and Family Services (DCFS), they will link to appropriate mental health services and with community services to assist with support of the child, youth, family and/or caregiver.

DESIRABLE QUALIFICATIONS:

- Case management experience, preferably working with children, adolescents and their families
- Ability to work as part of a multi-disciplinary team
- Strong interpersonal skills and
- Knowledge of DMH documentation
- Bilingual Spanish speaking

EXAMPLES OF RESPONSIBILITIES:

- Evaluate clients' case management needs (i.e., medical, school/vocational, social, emotional and/or legal needs, etc.) provide linkage to appropriate community services specializing in the needs of foster care children and youth
- Work collaboratively with Psychiatric Social Workers, Children's Social Workers, and community providers ensuring efficient and appropriate linkage to mental health and other resources as needed
- Actively participate in DCFS case planning or case conference meetings such as Team Decision Making (TDM) meetings when required
- Accompany the Mental Health Clinical Supervisor, PSW and/or CSW on field or community visits (e.g., home, school visits, etc.) to determine services needed for client and families.
- Follow-up with the mental health providers to insure children are linked to services in a timely manner
- Assist in triaging DCFS referrals to determine the clients need for mental health services
- Provide case management consultation and appropriate feedback regarding specific case issues to the DMH and DCFS staff
- Provide Individual Rehabilitation services when warranted and appropriate to the client and families' needs

Submit resume, last two (2) performance evaluations, and last two (2) years of master time cards by 5:00 pm on Monday, October 22, 2012 to Belen Fuller at bfuller@dmh.lacounty.gov

~EQUAL OPPORTUNITY EMPLOYER~

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
Olive View Community Mental Health Urgent Care Center**

VACANCY ANNOUNCEMENT

INTERMEDIATE TYPIST CLERK

This is not an official examination bulletin

The Olive View Community Mental Health Urgent Care Center is an Urgent Care facility located in Service Area 2, in the City of Sylmar. Olive View UCC is now seeking a qualified, motivated individual to fill a position of Intermediate Typist Clerk. The Olive View UCC is a multi-disciplinary treatment team consisting of social workers, psychiatrists, nurses, psychologists; medical case workers, and peer advocates who address serious psychiatric symptoms and helps clients achieve mental health stability.

EXAMPLES OF RESPONSIBILITIES

- Works a 5/40 work schedule from Sunday-Thursday 9:00 am-5:30 pm
- Checks units of Service information for accuracy and submits billing to the Integrated System (IS)
- Performs reception counter duties, including monitoring and scheduling appointments for the Doctors and Clinical staffs
- Open and Close charts using the IS system
- Occasionally assists with financial screening tasks
- Answers phone calls, responds and routes calls to appropriate person
- Working in chart room filing, photocopying, faxing, sorting, and distributing mail and assists with maintaining records
- Completes complex charts, forms and statistical documents from rough draft
- Extreme accuracy in typing skills a must
- Desirable Experience in Excel, Word, and Outlook
- Check documents for completeness, accuracy, and compliance with legal and other requirements
- Provides backup coverage for various clerical tasks
- Serves as a back up for Keeper of Records and other protected health information in compliance with DMH HIPAA standards and regulations
- Works on special assignments and reports under the direction of Business Office Manager and MH Clinical Program Head as needed

Please call or email resume, letter of interest, last two Performance evaluations and timesheets to:

Annette Solano, Staff Assistant, Business Office Manager

Asolano@dmh.lacounty.gov

(818) 485-0888

AN EQUAL OPPORTUNITY EMPLOYER



**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE BUREAU (TAYSOC)**

**JUVENILE JUSTICE TRANSITION AFTERCARE SERVICES
TRANSFER OPPORTUNITY**

This is not an official Examination Bulletin 
County of Los Angeles Department of Mental Health Employees Only

MENTAL HEALTH CLINICAL SUPERVISOR

The Juvenile Justice Transition Aftercare Services (JJTAS) Division, comprehensive countywide aftercare unit addressing the mental health needs of Probation youth transitioning from the juvenile justice system to the community, is seeking a highly motivated, self-directed, organized individual to fill a full-time Mental Health Clinical Supervisor position.

ESSENTIAL JOB DUTIES:

- Administrative and clinical supervision to a multi-disciplinary team of licensed and unlicensed, professional and paraprofessional staff, and interns delivering Evidence Based Practices (EBP's) and case management.
- Train, instruct, and evaluate clinical and paraprofessional staff and assign work.
- Consult and collaborate with interagency partners, i.e., Probation, Health Services, Los Angeles Office of Education (LACOE), and community service providers.
- Participate in interagency multidisciplinary treatment team conferences.
- Collaborate with and provide consultation to collaborative partners.
- Participate in Quality Assurance, Quality Improvement, and case review activities.
- Monitor staff performance, quality of care, and service delivery effectiveness.
- Participate in ensuring staff compliance with DMH, State, and Medi-cal policies and procedures.
- Supervise service coordination and linkage for juvenile justice youth to successfully reintegrate into the community.
- Participate in and facilitate clinical and administrative meetings.
- Participate in ongoing EPB training and monitor the delivery of the EBPs.
- Responsible for administrative house keeping activities.
- Travel throughout LA County to community service delivery sites to provide administrative and clinical supervision to treatment staff. Additionally, travel to Probation camp facilities to participate in multidisciplinary team meetings.

DESIRABLE QUALIFICATIONS:

The MHC Supervisor must be highly motivated, energetic, self-directed, and clinically sound. The individual must have excellent organizational, interpersonal, oral, and written communication skills; additionally, be reliable, and have the ability to work on a team and in an interagency environment. Prefer knowledge of and experience with the Juvenile Justice/Probation target population.

Interested individuals who currently hold the title of Mental Health Clinical Supervisor and are ready to contribute to the success of a dynamic team, fax a detailed resume, last two (2) Performance Evaluations, and last two (2) years of master time records by Monday, **October 22, 2012** to **Katonya Turner** at **(213) 427-6166**.

**Lori M. Willis, Ph.D., Division Chief
550 South Vermont Avenue, 4th Floor, Suite 400
Los Angeles, CA 90020**

Close

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| Bulletin Number | 11267BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Human Resources Countywide Exams |
| Position Title | REGIONAL OPERATIONS MANAGER, PARKS AND RECREATION |
| Exam Number | R8773A |
| Filing Type | Standard |
| Filing Start Date | 10/11/2012 |
| Filing End Date | 10/22/2012 |
| Filing End Time | 5:00 pm PST |
| Salary Type | Monthly |
| Salary Minimum | 7715.09 |
| Salary Maximum | 11677.42 |
| Special Salary Information | Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement will be commensurate with candidate's qualifications and current salary. |
| Benefits Information | Non-Represented Employees <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules |
| Position/Program Information | |
| Essential Job Functions | The Regional Operations Manager, Parks and Recreation will be responsible for performing the following essential duties: <ul style="list-style-type: none"> • Assists the Assistant Director, Parks and Recreation in the development and implementation of public service, financial and administrative objectives and policies. • Assists in the direction of the recreation, maintenance, and security programs of an operational agency of the department. • Assists in preparation and control of a regional budget, assigns regional staff and resources, monitors private contractors, and prepares reports. • Coordinates regional activities with other organizational units of the department, other County departments, and public and governmental agencies to ensure that program requirements are fulfilled. • Maintains effective relations with County Board of Supervisors, and public agencies, organizations and the public; promotes interest and participation in Open Space District projects, parks and recreation programs. • Represents the department at meetings with community groups and individuals to discuss matters related to park and facility maintenance, and the improvement of parks and recreation services and programs. • In the absence of the Assistant Director, Parks and Recreation, assumes full responsibility for the operations of the region, as needed. |
| Requirements | MINIMUM REQUIREMENTS: <p>OPTION 1: Three years of experience at the level of Regional Park Superintendent II* or higher, supervising the overall operation of a multiple use regional park or as a division manager of a major line function of the County of Los Angeles Department of Parks and Recreation.</p> |

OPTION 2: Three years of experience managing a major line or staff function in an organization engaged in facilities planning, development, maintenance, and the provision of human services to a population of 50,000 or more.

NOTE: APPLICANTS FILING UNDER OPTION 2, PLEASE INDICATE THE POPULATION SIZE DIRECTLY AND CLEARLY ON YOUR SUBMITTED EMPLOYMENT APPLICATION.

OPTION 3: Four years of experience supervising a section of a major line or staff function at the level of Administrative Services Manager II** or higher in an organization with responsibility for analyzing and making recommendations for the solution of problems of budget, personnel, organization, systems and procedures, program or facility planning. Graduation from an accredited*** four year college or university with a Bachelor's degree in parks and recreation management, recreation and park administration, natural resources management, public administration, business administration, recreation administration, or a related field will be accepted for two years of the required experience.

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| Physical Class | Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. |
| License(s) Required | A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. |
| Special Requirement Information | In order to receive credit for Bachelor's degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application. *Experience at the level of Los Angeles County's class of Regional Park Superintendent II refers to having immediate responsibility for supervising the overall operation of a large multiple-use regional park. Please refer to Los Angeles County's Regional Park Superintendent II class specification (Item #8837) for a full position description: http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=search_detail&cs_id=2359 **Experience at the level of Los Angeles County's class of Administrative Services Manager II refers to experience in providing technical and administrative supervision over a central staff unit. Please refer to Los Angeles County's Administrative Services Manager II class specification (Item #1003) for a full position description: http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=search_detail&cs_id=298 |
| Accreditation Information | Accreditation: ***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE). |
| Examination Content | This examination will consist of TWO (2) parts: |

Part 1: A written test weighted at 70%. The written test will consist of two (2) components.

Component 1: A proctored online written test that will assess overall critical thinking and problem solving skills.

Component 2: A computerized Work Styles Assessment written test that will assess Deductive Reasoning Ability, Director Potential, Director Judgment, Leadership Professionalism, Drive For Results, Building Relationships, Self-Motivation, and Business Acumen.

Candidates must achieve a passing score of 70% or higher on the written test (Part 1) in order to be invited to take the structured interview (Part 2).

Part 2: A structured interview weighted 30%, that will assess experience and the general abilities to perform the duties of the position, such as Managing People, Managing Work Operations, and Communication Skills.

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19 THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

NOTE: Candidates that have taken the identical written tests for other exams (e.g., Bureau Chief, Probation, Examination Number R8633B; Senior Manager, CEO, Examination Number 183; Departmental Finance Manager III, Examination Number R1054A; Departmental Human Resources Manager I, Examination Number R1883B; Departmental Human Resources Manager II, Examination Number R1884B; Departmental Human Resources Manager III, Examination Number R1885D; Regional Operations Manager, Examination Number D8773M; Departmental Finance Manager, Examination Number D1053A; and Principal Application Developer, Examination Number R2526C) within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test components that may be used in the future for new examinations. Your scores in this examination may be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

Candidates must achieve a passing score of 70% on both assessments (i.e., the written test and the interview) in order to be placed on the eligible list.

The tentative written test (Part 1) dates are as follows: Monday, October 29, 2012 and Wednesday, October 31, 2012. Candidates WHO MEET THE MINIMUM REQUIREMENTS will be notified by e-mail of their official written test date.

The tentative structured interview (Part 2) dates are as follows: Monday, November 05, 2012, Tuesday, November 06, 2012, Wednesday, November 07, 2012, Thursday, November 08, 2012, and Friday, November 09, 2012. Candidates WHO PASSED PART 1 will be notified by e-mail of their official structured interview test date.

**Special
Information**

FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the

Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access test preparation for the computerized version of the test by going to <http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>. While the guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The current Regional Operations Manager vacancy is in the Regional Park and Open Space District located at 510 Vermont, Los Angeles, CA 90020 and is responsible for the management, oversight, and complete administration of the 1992 and 1996 Proposition A (Prop A) - Safe Neighborhood Parks Proposition grant program to the 88 cities in Los Angeles County, other government agencies, and various private non-profit organizations whom are Prop A grant recipients. However, the eligible list can be used to fill other future vacancies within the Department of Parks and Recreation.

**Eligibility
Information**

SELECTIVE CERTIFICATION in accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training. The following listed functional areas may be used for Selective Certification:

- 1. BUDGET/FINANCE - Experience reviewing and overseeing financial management activities in the areas of budget, accounting, fiscal, financial analysis, financial reporting, and other financial management functions.**
- 2. GRANTS - Experience overseeing an extensive grants program including the granting of funds, monitoring progress of projects, budgets, and project close outs.**
- 3. LEGISLATIVE ANALYSIS - Experience reviewing and analyzing laws and legislation pursuant to the Los Angeles County Safe Neighborhood Parks Acts of 1992 and 1996.**

IF YOU WISH TO BE CONSIDERED FOR SELECTIVE CERTIFICATION, PLEASE INDICATE THE NUMBER OF MONTHS, EMPLOYER, CAPACITY, AND YOUR SPECIFIC EXPERIENCE AND JOB DUTIES PERFORMING (1) BUDGET/FINANCE, (2) GRANTS, AND/OR (3) LEGISLATIVE ANALYSIS DIRECTLY AND CLEARLY ON YOUR SUBMITTED EMPLOYMENT APPLICATION.

Specific knowledge of the specialized functional areas may be the subject of the departmental hiring interview.

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

**Application and
Filing
Information**

INSTRUCTIONS FOR FILING ONLINE: Applicants must submit their applications by 5:00 p.m., PST, on Monday, October 22, 2012.

Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications. Although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements. Please fill out the application completely and correctly so that you will receive full credit for related experience. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

APPLY ONLINE BY CLICKING ON THE LINK ABOVE OR BELOW THIS BULLETIN THAT READS, "APPLY TO JOB" STARTING THURSDAY, OCTOBER 11TH, 2012 THROUGH MONDAY, OCTOBER 22ND, 2012 5:00 P.M., PST SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY EMAIL.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations. Please contact the ADA Coordinator at the number below if you wish to request a reasonable accommodation.

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|--|---------------------------|
| Department Contact Name | Scott Susswain |
| Department Contact Phone | (213)351-6468 |
| Department Contact Email | ssusswain@hr.lacounty.gov |
| ADA Coordinator Phone | (213)738-2057 |
| Teletype Phone | (800)899-4099 |
| California Relay Services Phone | (800)735-2922 |
| Alternate TTY Phone | (800)897-0077 |
| Job Field | Administration |
| Job Type | Professional |

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|----------------------------|--------------------------------------|
| Bulletin Number | 11386BR |
| Type of Recruitment | Departmental Promotional Opportunity |
| Department | Mental Health |
| Position Title | SENIOR COMMUNITY WORKER |
| Exam Number | 28105C |
| Filing Type | Standard |
| Filing Start Date | 10/11/2012 |
| Filing End Date | 10/24/2012 |
| Filing End Time | 5:00 pm PST |
| Salary Type | Monthly |
| Salary Minimum | 2598.36 |
| Salary Maximum | 3779.28 |

Position/Program Information Works with professionals on the staff and in the community to develop programs and program resources prevent delinquency and drug abuse, or to correct community conditions contributing to delinquency and lack of economic opportunity; provides complex counseling related to patients or clients problems.

Essential Job Functions Works independently in organizing and coordinating the activities of community groups in the solution of drug abuse or community problems.

Counsels, interviews and places new CEP enrollees in appropriate jobs and discover new training areas within the Public Health Department for their placements.

Assists professional staff in developing and implementing programs designed to prevent drug abuse and to facilitate the treatment of drug addicts.

Coordinates the development of community resources in resolving problems of employment, housing, education, health and social adjustment.

Assists professionals in planning, developing and implementing special programs designed to provide the staff with education and experience in dealing with narcotic or alcoholic clients.

Has immediate charge of a sub-office for the VISTO program (Volunteers in Service to Offenders) and recruits volunteers to assist probationers in their rehabilitation and social readjustment.

Counsels County employees and their families with alcoholic or emotional problems and attempts to work out problems between the client and management staff.

Counsels patients at a mental health clinic on problems such as depression, drugs or sexual behavior.

Requirements**Minimum Requirements:**

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| | Two years of experience as a Community Worker* in the County of Los Angeles. |
| Physical Class | Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. |
| License(s) Required | A valid California Class C Driver License may be required or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. |
| Special Requirement Information | *To qualify, applicants must hold or have held the Los Angeles County payroll title of Community Worker. NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED. |
| Examination Content | Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. This examination will consist of an evaluation of training and experience based on application information weighted 50% and an Appraisal of Promotability (AP) weighted 50%. The AP is designed to measure knowledge and skills, verbal and written communication skills, adaptability, interpersonal and public relations skills, dependability, and problem solving ability. Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. |
| Vacancy Information | The resulting eligible list for this examination will be used to fill vacancies at the Department of Mental Health. |
| Eligibility Information | The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation. |
| Available Shift | Any |
| Job Opportunity Information | Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. |
| Application and Filing Information | ONLINE FILING ONLY: Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. We must receive your application by 5:00 pm, PST, on the last day of filing. Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications. All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person. Fill out your application. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. All information is subject to verification. We may not accept your application at any time during selection process. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title. |
| County of Los Angeles Information | View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support |

Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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|--|--------------------------|
| Department Contact Name | Carla Harris |
| Department Contact Phone | 213-637-4596 |
| Department Contact Email | charris@dmh.lacounty.gov |
| ADA Coordinator Phone | 213-738-2823 |
| Teletype Phone | 213-735-2922 |
| California Relay Services Phone | 213-735-2922 |
| Job Field | Health Other |
| Job Type | All Others |

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| Bulletin Number | 11454BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Mental Health |
| Position Title | HEALTH CARE FINANCIAL ANALYST |
| Exam Number | 206728 |
| Filing Type | Standard |
| Filing Start Date | 10/11/2012 |
| Filing End Date | 10/24/2012 |
| Filing End Time | 5:00 pm PST |
| Salary Type | Monthly |
| Salary Minimum | 4476.36 |
| Salary Maximum | 5871.18 |
| Position/Program Information | Prepares reimbursement claims for health care provided under Federal, State and Special medical aid programs or prepares yearly budget requests, annual financial plans and evaluates operational performance against expenditures standards. |
| Essential Job Functions | <p>Analyzes reimbursement requirements for Federal, State, Special Programs to determine if claims for reimbursement conform to applicable rules and regulations and result in maximum revenue collection.</p> <p>Prepares Medicare and Medi-Cal cost reports and State mandated disclosure reports.</p> <p>Analyzes costs and develops rates for contractual agreements with County and Non-county providers.</p> <p>Analyzes preliminary budget requests, conducts comparison studies of units and sub units previous financial performance and cost effectiveness, completes cost analysis, revenue forecast and reports findings and recommendations to financial management.</p> <p>Develops annual financial plans for the expenditure of funds with each unit, monitors performance against the plans and prepares summaries of financial activities to keep units informed of financial condition.</p> <p>Develops, monitors and adjusts billing rates to reflect cost changes and maximize cost recovery.</p> <p>Analyzes utilization of billing rates for appropriate application informs management of problems and recommends corrective action.</p> <p>Analyzes computer print outs and conducts studies of accounts, records and the integrity of computerized data which are basic to program and financial reporting.</p> <p>Identifies operational problems, develops solutions and recommends modifications in the automated accounting system to improve the responsiveness of the system to the needs of expenditure management.</p> |

Participates in cost, revenue, and accounting systems and procedural studies, reports findings and recommendations, implements those approved by Health Services, departmental administration and by the Auditor-Controller when necessary.

Writes policy and procedures manuals pertinent to accounting control, fiscal record keeping and audit trails.

Reviews, analyzes and drafts replies to audit findings of governmental agencies.

Requirements

Minimum Requirements:

Completion of accounting courses in an accredited* college equivalent to 21 semester units or 32 quarter units** including at least two courses in advanced accounting subjects such as governmental accounting, computerized accounting or auditing **-AND-** One year of professional accounting*** or responsible staff**** experience in health care financial operations.

Physical Class

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information

****A legible copy of official transcripts** from the accredited** institution which shows the completion of 21 semester units or 32 quarter units in accounting including at least two courses in advanced accounting subjects must be attached at the time of filing.

*****Professional accounting** experience is defined as performing a variety of difficult and complex non-supervisory accounting assignments for the purpose of professional development.

******Responsible staff** experience is staff experience at the journey-level requiring working knowledge of rules, regulations, and other guidelines relating to program area assigned.

In the service of Los Angeles County, professional accounting is at the level of Accountant II and Accountant III. Also, responsible staff experience is at the level of Administrative Assistant II.

Accreditation Information

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an evaluation of experience based on application information weighted 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

Application and Filing Information**ONLINE FILING ONLY:**

Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Fill out your application. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may not accept your application at any time during selection process.

Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Carla Harris

Department Contact Phone

213-637-4596

Department Contact Email

charris@dmh.lacounty.gov

**ADA Coordinator
Phone** 213-738-2823

Teletype Phone 213-735-2922

**California Relay
Services Phone** 213-735-2922

Job Field Health Other

Job Type All Others

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COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH

CHILDREN'S SYSTEM OF CARE
FAMILY AND COMMUNITY PARTNERSHIPS

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

INTERMEDIATE TYPIST CLERK

Family and Community Partnerships is seeking a highly qualified, motivated and committed individual to fill a grant-funded N-item for an Intermediate Typist Clerk. This position is funded through a contractual agreement between First 5 LA and DMH for countywide implementation of the Parent Child Interaction Therapy (PCIT) project.

EXAMPLES OF DUTIES:

- Answers telephones, take messages for staff, and routes calls appropriately.
- Ensures that all reports are turned in by due date, alerting supervisors of missing logs or reports.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assists program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as an intermediary between supervisor and staff, transmitting messages, orders, and requests (both written and verbal).
- Types and reviews tabular, columnar, statistical and other materials.
- Obtains additional information needed for completion of final materials.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.).
- Checks documents for completeness, accuracy, compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program (e.g., processing mail, photocopying and faxing).

DESIRABLE QUALIFICATIONS:

- Good written and oral communication skills
- Strong interpersonal skills
- Strong computer knowledge

Individuals holding the title of Intermediate Typist Clerk should fax **(213) 252-0235** or e-mail their resume, last two master time cards, and last two (2) Performance Evaluations on or before October 22, 2012.

For Additional Information, Please Contact:
Robert Curtis (213) 739-5420 rcurtis@dmh.lacounty.gov
Kim Nguyen Pierce (213) 739-5430
600 S. Commonwealth Avenue, 6th Floor, Los Angeles, CA 90005
AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
SAN PEDRO MENTAL HEALTH CENTER**

*VACANCY ANNOUNCEMENT
A TRANSFER OR PROMOTIONAL OPPORTUNITY*

MENTAL HEALTH COUNSELOR, R.N.

EXCITING OPPORTUNITY AT THE SAN PEDRO WELLNESS PROGRAM

San Pedro Mental Health Center is seeking two energetic and creative nurses to join our dedicated Wellness Team. This multi-disciplinary team serves adult clientele and provides an array of services, ranging from assessment and treatment, to dynamic rehabilitative groups, outings and other activities aimed at promoting Wellness and Recovery. This team has been nominated twice for “Outstanding Team Work” for the 2012 Employee of the Year Award, based on their shining example of excellence.

EXAMPLES OF DUTIES:

- Welcoming and Triage
- Clinical Assessment, diagnostic formulation and treatment planning
- Clinical documentation
- Case management/care coordination
- Multi-disciplinary team participation and consultation
- Injections and MD assistance
- Medication room monitoring
- Group rehabilitation
- Outings and field work
- Medication education
- Crisis intervention and arranging psychiatric hospitalization if necessary
- Assistance and participation in clinic and community-based Wellness activities

DESIRABLE QUALIFICATIONS:

- Preference for Masters or Bachelor’s level with strong clinical skills
- Strong oral, written, and organizational skills
- Flexibility, creativity, and recovery-oriented approach
- Team oriented & able to work independently
- LPS designation
- Spanish-speaking preferred

Interested individuals currently holding the payroll title of Mental Health Counselor, RN or Assistant Mental Health Counselor RN are encouraged to fax a resume and last two performance evaluations by Friday, November 2, 2012 to:

Kathrine Lundy, MHC Program Head
klundy@dmh.lacounty.gov
Phone: (310) 519-6200
Fax: (310) 732-5809

This is not an Official Examination
Restricted to Los Angeles County Department of Mental Health Employees

AN EQUAL OPPORTUNITY EMPLOYER

**VACANCY NOTICE FOR
BILINGUAL SPANISH PSYCHIATRIC SOCIAL WORKER II AND
MENTAL HEALTH CLINICIAN II**



*The DMH/DHS Healthcare Collaboration Team
has openings!*

Interested in providing early intervention mental health services? The DMH/DHS Healthcare Collaboration Program, funded through MHSa Prevention and Early Intervention (PEI), is looking for energetic and enthusiastic Bilingual Spanish PSW II/MHC II (s) to join our team. The healthcare collaboration will involve full time co-location of DMH staff in Department of Health Services (DHS) healthcare facilities. The PSW II/MHC II will provide short-term evidence-based interventions to adult and older adult individuals experiencing the onset of mental health symptoms or situational crises.

Desirable qualifications include:

- Experience providing clinical services to adults and older adults.
- Ability to adhere to a structured intervention model.
- Excellent interpersonal skills and ability to work effectively with multidisciplinary DMH and DHS staff.
- Timeliness with documentation and organized.
- Flexible, adaptable, and interested in working in a new service setting.
- Familiarity with Microsoft Outlook, Word and the IS.

DHS Facilities: Mid Valley CHC (Van Nuys)
High Desert MACC (Lancaster)

If you are currently a Bilingual Spanish LCSW or Licensed MFT and interested, please fax your resume and letter of interest to:

(213) 381-5497

◆◆ *Please respond no later than **Monday, Oct. 31, 2012*** ◆◆

For more information, please contact Naga Kasarabada at 213-639-6306 or via email to nkasarabada@dmh.lacounty.gov.